

Title: Communications Maintenance Coordinator	Effective Date: June 27, 2013	Grade: XIV	Job Category: Technician
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the maintenance and repairs of the statewide communications system and Intelligent Transportation Systems (ITS) networks and associated support facilities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Supervise Communications Maintenance Specialists that maintain, repair, and construct communications systems and ITS equipment.
- Coordinate all aspects of projects to ensure progress without disruption.
- Supervise repairs to communications and ITS equipment and facilities.
- Schedule and supervise proper maintenance and proper repair of equipment to ensure equipment availability and reliability.
- Ensure safety on the job site.
- Plan and schedule assigned work in advance and assist in ordering and maintaining materials and spare parts inventory used by crews.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university, the educational equivalent to a diploma from an accredited high school plus four years related experience, OR FCC Radio-Telephone license or certification by one of the following organizations:

National Association of Radio and Telecommunications Engineers

International Society of Certified Electronics Technicians

Ability to climb radio antenna towers and to perform necessary maintenance duties, such as antenna and transmission line removal and installation and replacement of bulbs in beacon lights at a maximum height of 200 feet above ground level. Experience in the installation and repair of two-way radio systems, cellular communications equipment, networking, solar power systems and/or ITS equipment desired. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

